

Instructions for Setting Up a Sky Alert Message

1. Go to Skyward>School Messenger Tab skyward.canyonsdistrict.org
2. Log in
3. Click on **Notifications Tab**, then **Create a List** button (on left hand side)
4. Create a list name
5. Under Additional List Tools, click on the Quick Pick button
6. Under Search Options, click Show All Contacts
7. Select names from the fine list created by Destiny by checking in the box by the name, then click Done.
8. Click on **Message Tab**, then Create a Message button (on left hand side)
9. Name your message, then select phone message.
10. Select text-to-speech as Method, English as Language, then type your message in the box, and choose voice gender.
11. Preview using button at bottom of page, then click Next button, then click Done.
12. Select plain email, then click English as Language, then type your message
13. Preview using button at bottom of page, then click Next button, then click Done
14. In the Message Editor click Save and Done.
15. Click on **Jobs Tab**, then click on Create a New Job button.
16. Name the job, choose General as the Type/Category, choose a start date and start and end time (dinner hour is a good time--about 6:15 p.m. to 8:00 p.m.)
17. Choose the fine list from the Lists, then choose a message from the Messages.
18. Check on the Proceed to Confirmation button.
19. Click on Submit Job.
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